

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-002

OPENING DATE: 9 January 2004

CLOSING DATE: 26 January 2004

ANTICIPATED FILL DATE: 22 Feb 04

POSITION TITLE AND NUMBER

Supply Technician (Exc Indef) (2 pos.)
PDCN 70061000, MD # 6021-60, 65

UNIT/ACTIVITY AND DUTY LOCATION

Combined Support Maintenance Shop (CSMS)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 10.09%)

GS-2005-05 \$26,195.00 - \$34,054.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the Statewide. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATIONS REQUIREMENTS: Must have six months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. Completion of 2 academic years of full-time business school or 2 academic years of education above high school will satisfy the requirements for GS-5. (30 semester hours = 45 quarter hours = 1year) In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (**WITH DATES**) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage technique.
3. Knowledge of regulatory requirements governing the accounting for government property.
4. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.
5. Ability to prepare a variety of reports or correspondence.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the unit is mandatory. (E: CMF 92)

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPLE DUTIES AND RESPONSIBILITIES: This position is located in the Army National Guard. Its purpose is to provide services in support of inventory control, storage and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. For items centrally controlled, determines stock replenishment for supplies and other material within funding limitations. Assures that supplies and monies are not wasted through excess accumulations and that items are on hand in sufficient quantities and at the time required. In addition to established guides and formulas, determines quantities required and timely stock replenishment. Maintains an accurate accounting and reporting system for property. Reviews justifications and recommends action for property not planned. Conducts limited management studies on the utilization of property. Reviews records and demands data for determination of obsolete or excess property. Offers recommendations for utilization of excess items. Prepares reports and documentation for transfer of excess items and locates surplus property that can be utilized. Edit supply transactions or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable. Codes and classifies requisitions, shipping orders, and other documents; extracts request to other sources of supply or refers them to inventory control point when stock is unavailable or cannot be shipped. Determines stock replenishment for centrally controlled items. Assures items are in sufficient quantity and that supplies and funds are not wasted through excess accumulation. Uses established guides and formulas to determine quantities and timely stock replenishment. Analyzes data based on usage and seasonal demands. Incumbent has inventory management responsibility for a relatively small number of items which are decentralized and controlled locally. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. Individual selected may be terminated upon receipt of a 30-day notice. 6. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1